

Message Text

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FOR DEP. ASST. SEC. BOSWORTH FROM EB STAFF

E.O. 11652:N/A

TAGS: CIEC

SUBJECT: TASKING MEMO FOR CIEC PAPERS

REF: KATZ/BOSWORTH TELCON

1. THIS CABLE REPEATS FYI TEXTS OF TASKING MEMOS RECEIVED FROM S/S FOR CIEC BRIEFING PAPERS. PARAGRAPH 3 REPEATS TEXT OF APRIL 8 MEMO. PARAGRAPH 2 REPEATS TEXT OF MAY 9 MEMO.

2. THIS MEMORANDUM OUTLINES RESPONSIBILITIES FOR PREPARATION OF ADDITIONAL MATERIALS FOR THE SECRETARY'S PARTICIPATION AT CIEC, SUPPLEMENTING THE REFERENCED MEMORANDUM (4/8). ALL PAPERS SHOULD BE CLEARED BY THE REGIONAL BUREAUS, IO AND S/P. S/S-S WILL OBTAIN CLEARANCE FROM SEVENTH FLOOR PRINCIPALS.

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(1) MEMORANDUM OUTLINING THE SECRETARY'S PARTICIPATION - DUE MAY 12, 1977

EB, IN CONJUNCTION WITH THE REGIONAL BUREAUS, SHOULD PREPARE A BRIEFING PAPER WHICH WILL OUTLINE THE SECRETARY'S ACTIVITIES AT THE CONFERENCE AND MAKE RECOMMENDATIONS FOR

THE SECRETARY'S MEETINGS WITH INDIVIDUAL CIEC PARTICIPANTS.
THIS PAPER SHOULD BE A COMPREHENSIVE SCENARIO FOR ALL

CONFERENCE EVENTS. (FYI - PIERCE BULLEN GIVEN ACTION.)

(2) BRIEFING PAPER ON POSITIONS OF MAJOR PARTICIPANTS -
DUE MAY 20, 1977

EB SHOULD PREPARE A BRIEFING PAPER OUTLINING THE POSI-
TIONS OF MAJOR CIEC ACTORS IN THE GROUP OF EIGHT AND
GROUP OF NINETEEN. THIS PAPER SHOULD SKETCH THE VARIOUS
APPROACHES THAT THE PRIME MOVERS WITHIN EACH GROUP ARE
LIKELY TO TAKE AND ASSESS THE POSSIBLE RESULTS OF THESE
ACTIONS. (FYI - FSE GIVEN ACTION.)

(3) FUTURE OF THE NORTH-SOUTH DIALOGUE - DUE MAY 18, 1977

S/P SHOULD PREPARE A BRIEFING PAPER WHICH WILL ASSESS THE
REEMERGING NORTH-SOUTH DIALOGUE AFTER CIEC. THIS PAPER
SHOULD ADDRESS THE QUESTIONS OF HOW THE DIALOGUE WILL
CONTINUE AND THE FORM IT IS LIKELY TO TAKE, INCLUDING
IMMEDIATE NEXT STEPS. (FYI - RUTH GOLD WILL CONTRIBUTE
TO THIS.)

(4) DELEGATION LIST - DUE MAY 20, 1977

IO/OIC SHOULD SUBMIT A DELEGATION LIST WHICH FOLLOWS THE
PRINCIPLES SET FORTH IN THE SECRETARY'S APRIL 18
STATEMENT OF POLICIES GOVERNING U.S. DELEGATIONS TO INTER-
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NATIONAL CONFERENCES AND MEETINGS. THE DELEGATION SHOULD
BE COMPRISED ONLY OF THOSE MEMBERS ESSENTIAL TO THE
SUCCESS OF THE CONFERENCE.

PETER TARNOFF
EXECUTIVE SECRETARY

3. THIS MEMORANDUM OUTLINES RESPONSIBILITIES FOR PREPARA-
TION OF BRIEFING MATERIALS FOR THE SECRETARY'S PARTICIPA-
TION AT CIEC, SUPPLEMENTING THE GENERAL GUIDANCE ON TRIP
PREPARATION CONTAINED IN SECTION VI OF THE SECRETARIAT
HANDBOOK. SUBSTANTIVE PAPERS SHOULD BE CLEARED WITH P,
S/P AND OTHER AGENCIES AND BUREAUS AS APPROPRIATE.

(1) MEMORANDUM FOR THE SECRETARY - DUE MAY 17, 1977

EB, IN CONJUNCTION WITH E, WILL PREPARE THE BACKGROUND
AND STRATEGY PAPER FOR THE SECRETARY'S PARTICIPATION AT
CIEC. THIS PAPER WILL INCLUDE OVERALL STRATEGY, AN OUT-

LINE OF THE MAJOR CIEC ISSUES AND DETAILS OF THE SECRETARY'S PARTICIPATION AT THE CONFERENCE. THIS MEMORANDUM SHOULD BE CLEARED BY IO AND ALL REGIONAL BUREAUS. (FYI - BOSWORTH GIVEN ACTION.)

(2) STATEMENTS AND SPEECHES - DUE MAY 18, 1977

EB, IN CONJUNCTION WITH S/P, WILL PREPARE THE SECRETARY'S CIEC MINISTERIAL SPEECH AND CLOSING STATEMENT. ARRIVAL AND DEPARTURE STATEMENTS, AND TOASTS FOR THE SECRETARY'S USE, WILL BE PREPARED BY EB AND ARE DUE IN S/S BY MAY 18. ALL STATEMENTS SHOULD BE CLEARED BY IO AND E. (FYI - BOSWORTH GIVEN ACTION.)

(3) CIEC ISSUES/TALKING POINTS - DUE MAY 20, 1977

EB WILL PREPARE ISSUES/TALKING POINTS FOR EACH ITEM ON THE LIMITED OFFICIAL USE

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CIEC AGENDA. THESE PAPERS WILL BE LIMITED TO TWO PAGES AND SHOULD BE PREPARED ON BLACK DEPARTMENT OF STATE BRIEFING PAPER. (FYI - FSE GIVEN ACTION.)

(4) BILATERAL PAPERS AND CHECKLIST - DUE MAY 13, 1977

REGIONAL BUREAUS WILL BE RESPONSIBLE FOR SUBMITTING BILATERAL PAPERS, WITH CHECKLISTS, FOR EACH COUNTRY ATTENDING THE CIEC. THESE PAPERS SHOULD NOT EXCEED FIVE PAGES. BILATERAL PAPERS SHOULD INCLUDE BACKGROUND, SETTING AND TALKING POINTS. CIEC TALKING POINTS SHOULD BE COORDINATED WITH EB. EUR WILL SUPPLY BILATERAL PAPERS AND CHECKLISTS FOR THE SECRETARY'S NON-CONFERENCE FRENCH BILATERALS.

BUREAUS PREPARING BILATERAL PAPERS SHOULD ADHERE CLOSELY TO THE FORMAT IN SECTION III-C-2 OF THE SECRETARIAT HANDBOOK TO ASSURE CONTINUITY IN THE BRIEFING BOOK. THE CHECKLIST MUST NOT EXCEED ONE PAGE AND SHOULD BE THE ONLY ITEM ON THE FIRST PAGE. BUREAUS WILL BE EXPECTED TO UPDATE CHECKLISTS AS NECESSARY.

ALL PAPERS ARE DUE IN S/S BY NOON MAY 13, 1977. DRAFTING RESPONSIBILITY FOR BILATERAL PAPERS IS ATTACHED. BUREAUS WILL BE RESPONSIBLE FOR OBTAINING APPROPRIATE CLEARANCES.

(5) NON-CONFERENCE EVENTS - DUE MAY 13, 1977

EUR WILL PROVIDE A DETAILED SCENARIO FOR ALL NON-CONFERENCE EVENTS IN PARIS. THE SCENARIO SHOULD BE UPDATED, AS NECESSARY, AFTER SUBMISSION.

(6) BIOGRAPHIC SKETCHES - DUE MAY 6, 1977

EACH REGIONAL BUREAU SHOULD COMPILE A COMPREHENSIVE LIST
OF FOREIGN OFFICIALS EXPECTED TO ATTEND CIEC. SUBMIT
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THESE LISTS TO THE S/S-S PROJECT OFFICER BY MAY 6.
S/S-S WILL ARRANGE TO HAVE BIOGRAPHIC SKETCHES PREPARED.

PETER TARNOFF
EXECUTIVE SECRETARY

CHRISTOPHER

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